

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION
June 21, 2018
REGULAR MEETING MINUTES**

MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE MEETING HELD ON THURSDAY, June 21, 2018, AT 6:00 P.M., IN THE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:00 pm

2. ROLL CALL:

Chairman Pranzo	Present
Vice-Chair Frost	Present
Commissioner Smidt	Absent
Commissioner Shoppell	Present

Council Liaison Hawkins Present

A quorum of Commissioners is present

3. PLEDGE OF ALLEGIANCE

4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meeting conducted on June 7, 2018.

On a motion by Chairman Pranzo, seconded by Vice-Chair Frost and carried to approve the June 7, 2018 meeting minutes.

5. NEW BUSINESS

On a motion by Vice-Chair Frost, seconded by Commissioner Shoppell and carried to adjourn from Regular Session and convene to Work Session.

A. Work session/presentation and discussion on the Town proposed draft text amendments to Development Code Part 7, Parking; Loading and Unloading

Planning Manager Larry Harmer displayed a PowerPoint presentation on suggested possible changes and edits to Part 7 of the Development Code: Parking, Loading and Unloading. Some of the changes to the parking section include:

- The addition of new terms and definitions**

- Re-formatting the Development Code for clarity and future additions
- Addressing new technology

The work session is meant to answer questions and gain suggestions on the changes made to the parking section of the code.

Mr. Harmer began the presentation by recommending a new layout for the code's numbering system. He stated that the current numbering system does not allow for additional sections and chapters. Mr. Harmer's proposal is the use of a layout that includes Roman numerals, letters, and numbers so the Town can easily add new sections and chapters. He then provided a general example on the layout.

Mr. Harmer suggested the addition of new terms and definitions such as zoning administrator, electric vehicle charging station, battery electric vehicles, and recreational storage vehicles. Chairman Pranzo expressed concern that the title of zoning administrator was an "ad hoc" and asked for clarification on the term. Mr. Harmer stated "zoning administrator" was a traditional title that encompassed different positions and allowed for flexibility. Chairman Pranzo asked if the term can be changed back. Mr. Harmer agreed that we could restore the original terms or titles for clarity but would provide statutory authority of a zoning administrator. Mr. Harmer stated to the Commission that the draft before them was only a starting point. Comments and concerns are necessary to put forth the best changes possible.

Mr. Harmer discussed the possibility of additional parking when appropriate. For example, if a use is changed from a bookstore to a restaurant than appropriate parking adjustments would be required. Developers would be responsible for meeting the number of parking spaces for the new use.

Mr. Harmer stated another change is that all required parking shall be paved per parking standards and any additional parking must be paved, also. A list of appropriate materials for paving was presented. Chairman Pranzo questioned this change because he does not want the sudden need to develop parking to hinder the commercial and economic growth of the Downtown area, which currently has 18 dark buildings. Mr. Harmer noted that the Downtown could be treated differently, and the current on-street and public parking in place might be sufficient. Vice-Chair Frost asked what "paved" meant in terms of this situation. Mr. Harmer explained the various types of pavement and the benefits such as dust proof parking. Vice-Chair Frost questioned if this paving initiative applies to residential areas. Mr. Harmer noted that we do not want to encourage a sea of parking and noted that a formula for calculating maximum parking in a residential lot is available to maintain aesthetic value.

Chairman Pranzo stated his concern about rain water run-off. Mr. Harmer replied that this change is driven more toward new properties with proper drainage. Chairman Pranzo explained that most of these paving standards are fine for places

with an HOA but must be carefully formulated to fit in the town, especially the Historic District.

Chairman Pranzo is concerned that developers might walk away from commercial construction due to harsh paving code. Mr. Harmer agreed and suggested that mechanisms be put in place to prevent such limitations and narrow down the definitions for building modifications.

Commissioner Shoppell asked if Downtown housed enough patron parking. Chairman Pranzo and Mr. Harmer discussed downtown options found in public parking areas, back lots, and the possibility of future development of back door entrances to establishments as the Town grows. Commissioner Shoppell asked about parking enforcement in the Downtown area Mr. Harmer responded that the code already discusses parking enforcement. Mr. Harmer briefly noted provisions for shared parking among businesses.

Mr. Harmer suggested Recreation Vehicles should be behind a 6 ft. wall with a gate and no more than 48 hours on the front street for travel prep or cleaning. Mr. Harmer stated Florence currently allows on-site storage for RVs. Chairman Pranzo noted reluctance to address on-site storage and that this would work better in HOA areas.

Mr. Harmer briefly explains that the Development Code currently prohibits someone from overpopulating a site with parking. Mr. Harmer stated some people believe this restriction is unfair due to business models requiring more parking. However, this may be a case by case matter. Chairman Pranzo responded that this code is meant to limit rain water run-off. Mr. Harmer noted that this is only a suggestion. Some other suggestions were the addition of sidewalks to connect parking areas to building fronts and the option of parking calculations by employee shift, the number of pumps, or per bed.

Vice-Chair Frost asked if the code addressed lighting. Mr. Harmer answered that a different section in the code pertained to lighting requirements. Mr. Harmer will be investigating dark sky policies, but this may be difficult due to the nearby prisons. Mr. Harmer mentioned other topics such as assisted, sober, and independent dwellings. Chairman Pranzo asked the definition of a "dwelling unit." Mr. Harmer explained they are either single family homes or human places of habitation. ADA standards will be part of the new and current standards.

Mr. Harmer discussed the future of electric vehicles and he went into signage and charging time of electric vehicle charging spaces. Commissioner Shoppell asked how the system works and who pays for the service. Mr. Harmer explained that the concept is like a gas pump where a customer would pay with a card after parking their vehicle to charge. Commercial developers would be responsible for the construction of the charging stations and the electricity for the charging stations. Mr. Harmer added ideas have been pulled from other communities and that, currently, there is no Arizona legislation concerning electric cars, but one may soon. Vice-Chair

Frost asked where the information was derived. Mr. Harmer explained that the research was a cross-examination of other cities and towns such as Sedona, Flagstaff, Prescott, Chandler, Gilbert, Coolidge, Casa Grande, and Maricopa. Vice-Chair Frost concurred with the "tried and true" method. Mr. Harmer and Vice-Chair Frost further discussed additional standards on parking lot landscape coverage, dumpster placement, driver maneuverability and visibility, and overall aesthetics.

Mr. Harmer ended his presentation on the point that table work session would be beneficial and details on RVs and electric vehicles can be addressed at a later date.

On a motion by Chairman Pranzo, seconded by Vice-Chair Frost and carried to adjourn from Work Session and reconvene to Regular Session.

B. July 5, 2018 Meeting Cancellation

Mr. Harmer noted that there are no agenda items for July 5, 2018 and that the meeting will be canceled.

6. PRESENTATION BY DEVELOPMENT SERVICES

A. The Commission will hear an update on the progress of the proposed Small Wireless Facility Ordinances and Terms and Conditions

Dana Burkhardt, Planning Consultant, explained to the Commission that public outreach for comments began by email, newspaper, social media, and a public meeting will be held on the 12th and 19th of July. The previous meeting was recapped. Mr. Burkhardt asked for further comments and concerns.

Chairman Pranzo asked if the following sentence could be added into the text, "anticipated weight shall not exceed 25 percent of the yield strength of the monopole base material."

The Commission asked if the equipment could be removed. Mr. Burkhardt stated that the provider of the pole was solely responsible for removing the equipment as per the Terms and Conditions agreement. Mr. Burkhardt described how the equipment may go underground. The major concern among the Commissioners was the impact the poles would have on Town aesthetics, especially in the Downtown area. The Commissioners asked for graphics that showed what the poles would look like in Florence. Mr. Burkhardt agreed to provide photos of the possible aesthetic outcomes in Florence. Vice-Chair Frost was concerned about section nine because the terms called for an off-switch, but no safety training. Mr. Burkhardt agreed to clarify that safety training was required every year.

7. CALL TO THE PUBLIC/COMMISSION RESPONSE

Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond


to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

A. ADJOURMENT

On a motion of Vice-Chair Frost, seconded by Commissioner Shoppell and carried to adjourn the meeting at 7:21 pm.



Gary Pranzo, Chairman



Date